

## Community Enhancement Regional Board

*Incorporated in 2011 as an Advisory Board to Wheatland County Council, the CERB gets its authority from the establishing organization (WLC Council). As an advisory board, the CERB gives advice to County Council, the municipal governing council. Although referred to as board, advisory boards are actually committees of the higher authority. (Source: Alberta Culture & Tourism: Board Development Program)*

### HISTORY

- In the 2011 budget, Wheatland County Council allocated 0.1 of a mill/tax levy towards recreation. In doing so, Council recognized that its residents utilize various recreational facilities throughout the County and surrounding areas and wanted to contribute to facilities/operations.
- Informal discussions were held with ratepayers and information was provided to Council on policies and procedures adopted by other municipalities with regard to recreation fund disbursements. Council acknowledged that "recreation" may encompass many activities and so renamed its original "Recreation" mill/tax levy to "Community Enhancement".
- Council initiated a facilitated session and invited four community representatives from each division in the County to meet with Council and brain storm on the terms of reference for the disbursement of these funds. The *Wheatland County Community Enhancement Funding Model Report* was based on the feedback and comments from this session.
- Council then appointed two representatives from each electoral division in the County to form the Community Enhancement Regional Board.
- This Board first met with County Council on May 29, 2012 to consult and receive direction regarding expectations. The Board met again on June 12, 2012 at which time it compiled the funding application and determined the process and timelines for applications. This application has been updated regularly to ensure that it complies with necessary requirements for Wheatland County's financial reporting requirements and to provide further clarity to applicants. The general information and foundation of the application remains true to that originally determined by the Board.
- Funding was then advertised in the Strathmore Standard, the County's newspaper of record, and also posted on the County website. The application deadline for this first round of funding was September 30, 2012.
- The Board then met on October 10, 2012 to review and assess all the funding applications and make their funding recommendations for Council's consideration. During this process the Board agreed upon and developed guidelines with regard to Board structure and funding.
- To date, the Board has reviewed applications and approved funding for 29 projects in 2012, 31 projects in 2013, 36 projects in 2014, 40 projects in 2015, 40 project in 2016, 48 projects in 2017, 50 projects in 2018, 48 projects in 2019, 53 projects in 2020, 40 projects in 2021, 43 projects in 2022, 47 projects in 2023, and 56 in 2024 for a combined funding disbursement of \$5,322,055

## **PURPOSE**

1. To enhance, promote and support groups and organizations that bring a broad range of enjoyment, benefit, beautification, recreation, entertainment, participation and enhancement projects.
2. Supports recreational facilities, cultural activities, other community enhancement facilities and resources that are utilized by Wheatland County residents.

## **BOARD STRUCTURE**

1. Each electoral division of Wheatland County shall be represented by two Board members.
2. Board member appointments are staggered with the two representatives from each Division having two year terms which expire on October 31<sup>st</sup> of alternate years.
3. Board appointments are to be made annually, by Wheatland County at their Organizational meeting.
4. The Community Enhancement Regional Board shall review all applications for funding under the Community Enhancement Funding and make recommendations to Wheatland County Council for the disbursement of said funds.
5. The Board is independent; Council does not sit with this Board and is not involved in its recommendations.
6. Wheatland County will provide administrative support to the Board.
7. A quorum will be required for meetings and resolutions shall consist of 50% plus one of the total Board membership: that being 8 Board members shall constitute a quorum.
8. No alternates will be appointed to attend meetings in the absence of the appointed Board member(s).
9. Resolutions to have a mover only; no seconder required.
10. Once a Resolution has been approved, the Board members must support the Resolution whether they voted in favour or against the Resolution – the Board must speak with one voice.

## **ROLE OF THE BOARD**

1. To consider and make recommendations to Wheatland County Council on the annual distribution of the Community Enhancement Fund.
2. To set guidelines for determining application eligibility and acceptance.

## **ROLE OF ADMINISTRATIVE SUPPORT**

1. Provides support/resources for CERB meetings as required by the CERB including advertising funding, compiling funding applications, setting meeting agendas, and keeping accurate meeting minutes.
2. Provides advice to CERB funding applicants and reviews applications to ensure completion and consistency with CERB guidelines, and advises the CERB accordingly.
3. Ensures applicants approved for community enhancement funding have provided copies of receipts that prove funds have been fully expended for the approved use by the CERB.
4. Brings forward Council's direction and recommendation to the CERB matters that contribute to the efficient and effective use and dissemination of Community Enhancement Funds acquired from the tax rate set annual by Council.
5. Provides written CERB program reports to Council, and for inclusion in annual reports, newsletters, newspapers and marketing publications.
6. Provide recommendations and advice to the CERB pertaining to CERB funding guidelines, decisions, legal and administrative matters.
7. Develop and maintain CERB Program Guidelines and brochures, advertising and promotional materials to enhance CERB funding awareness and opportunities.

## FUNDING GUIDELINES

### Applicant Eligibility

1. Grant is limited to non-profit organizations, societies and associations
2. Churches, Libraries and Municipalities are not eligible for funding
3. Libraries receive operating funding as per Wheatland County Council resolutions 12-877 and 12-878:
  - a. Gleichen & District Library: \$8,000/year
  - b. Carseland Community Library: \$8,000/year
  - c. Rosebud Paper Back Deposit: \$2,000/year
  - d. Strathmore Municipal Library, Gleichen & District Library, Carseland Community Library, Standard Municipal Library, Hussar Municipal Library, Rockyford & District Municipal Library, and the Rosebud Paper Back Deposit receive funding based on the following calculation: Number of Wheatland County Marigold Card Members x \$15.00
4. Applicants will not be considered for future funding until a full accounting of previously approved funding is received.

### Project Eligibility

5. Funding is provided for recreational facilities, cultural activities, other community enhancement facilities, special events and community celebrations, as well as other community projects at the discretion of the Board
6. Applications for retroactive funding will not be considered
7. Staged funding for projects that cannot be completed within the timelines will be considered but future funding for these types of projects will not be guaranteed
8. Matching funding is not required for any application but the formation of partnerships and the use of other sources of funding are encouraged

### Application

9. Funding applications must be postmarked on or before January 31<sup>st</sup> of the application year
10. Electronic applications forms may be accepted; however, a signed original must follow by January 31<sup>st</sup> of the application year
11. Applicants may be requested to make a presentation in support of their application to the CERB.

### Funding Guidelines

12. Funding applications are considered on a regional basis rather than a divisional boundary basis
13. Funding applications are considered on their own merit recognizing:
  - a. Creativity
  - b. Community and regional needs
  - c. Projects that will have a lasting value to the communities and residents
14. Projects will be provided funding using the following as a guideline:
  - d. Operational funding applications
  - e. Maintenance funding applications
  - f. Beautification
  - g. New programs/projects
  - h. Celebration/community events
  - i. History Books (Eligible for a maximum grant of \$2,500)
  - j. Others may be approved at the discretion of the Board.
15. Funds must be used by December 31<sup>st</sup> of the application year

16. The Board's recommendations for funding are at the discretion of the Board with no obligation on the part of the Board to provide reasons for its decisions

#### Reporting Requirements

17. Reporting of actual project costs, including copies of invoices or receipts, must be provided to Wheatland County by January 31<sup>st</sup> of the year following the project year. A form will be provided to the applicant to ensure that all required information is provided
18. Successful applicants are requested to provide a before and after photo for all capital projects as well as a brief summary of the project upon its completion. Successful applicants for program funding are requested to provide a brief summary of the importance and success of the program as well as to provide any pictures that may be available
19. No future funding applications will be considered until a full accounting of previous Community Enhancement Funding is provided
20. Any unused funding at the end of the project year must be returned to the Community Enhancement Board.

#### **OTHER INFORMATION**

1. Board members are to be paid a per diem and reimbursed mileage as per Wheatland County policy rates. Rates will be provided by the Administrative Support on a monthly basis as required to ensure that all Board expense forms are completed and submitted as necessary.